

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: HUMAN RESOURCES SPECIALIST – CLASSIFIED (CONFIDENTIAL)

BASIC FUNCTION

Under general supervision of the Superintendent or designee, to perform a variety of specialized and technical personnel management functions involved with classified employees; participates in the planning, organization, and conduct of recruitment, examination, selection, and employment processes; participates in the planning, organization, development, and maintenance of a personnel record management, storage, and retrieval system; and to do other related functions as directed. Incumbents in this classification provide students, staff and the public with human resources administrative support services which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, and conducts of the classified personnel management program, including the recruitment, examination, selection and employment processes
- Performs a variety of functions pertaining to the development and maintenance of a manual and automated personnel record management, storage, and retrieval system
- Inputs and maintains employee data in the district's comprehensive personnel records system, the position control system and the Los Angeles County Human Resources Payroll System
- Participates in the conduct of studies, surveys, and evaluation processes pertaining to classified personnel management operational processes
- Prepares and distributes informational material to ensure that appropriate notice is provided District personnel and the general public concerning employment and promotional examination opportunities
- Reviews requests for new personnel and personnel replacements, and assists managers and supervisors by supplying them with applicant lists and materials to aid them in employee selection
- Provides classified personnel with employee benefit information and general service orientation
- Prepares or assists in the preparation of personnel transaction items for the Governing Board and Personnel Commission meeting agendas
- Participates in research and development functions and activities, including personnel need assessments, wage and salary analysis and surveys, and other related functions and activities
- Updates employee salary schedules and revises allocation placement as required by compensation policies, guidelines and negotiated agreements
- Performs research and data extraction for use in the employee and employer relations program
- Assists in the development and implementation of guidelines and procedures to ensure adherence to legal mandates, policies, and regulations pertaining to the personnel management system
- Responds to requests for employment information regarding former employees
- Participates and leads the employment and promotional examination process to ensure that the process is conducted in a bias free manner
- Confers with and advises District personnel regarding various problems, issues and concerns, and attempts to aid them in determining alternative problem solutions
- Maintains the District's LiveScan fingerprinting process; collects and balances funds collected; maintains fingerprint records
- Processes walk-on coaches (e.g., inputs walk-on coaches into specialized athletic software system; communicates with sites regarding current walk-on coaches; etc.)

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- Plans, organizes and develops a variety of personnel management related reports
- Provides the general public and District employees with information related to classified positions, and employment processes
- Informs new employees of benefits, employee regulations and other needed data
- Calculates salaries, probationary periods and similar information related to classified employees
- Compiles and maintains classified employee seniority and status lists
- Monitors the submission of information related to the classified employee evaluation system
- Obtains confidential or personal information about applicants and employees from the public
- Screens classified applications and employee records for employment
- Responds to routine correspondence, memoranda, and requests for information and data
- Performs research and data collection for use in classified employee and employer relations program
- Participates in the planning, organization, and conduct of classified personnel orientation, staff development and in-service training programs
- Participates in classified personnel exit interviews and separation processing
- Plans, organizes and develops a variety of personnel management related reports
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Interpret and apply technical personnel operational procedures, policies, rules, regulations and legal provisions
- Use correct English and make basic arithmetic calculations
- Operate standard office equipment including use of computer applications

Knowledge of:

- Methods, strategies, and techniques pertaining to personnel management systems
- Methods, procedures, and techniques pertaining to personnel record management, storage, and retrieval systems
- Education Code and California School Personnel Commissioners Association
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to personnel management programs, including the technical detail concerning employee examination, recruitment and selection
- Organization and supervision methods, strategies and techniques

Ability to:

- Effectively and efficiently plan, organize, and coordinate personnel management programs
- Plan, organize, and implement a variety of complex personnel management operational functions
- Adapt easily to work assignments, additional priorities and new procedures
- Skillfully handle difficult situations using good judgment
- Maintain the security of sensitive, confidential and privileged information
- Perform appropriately in situations requiring specialized knowledge, utilizing tact, initiative and good judgment

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- Analyze, review, abstract, and compile comprehensive management reports, which may include sensitive and confidential information
- Keyboard at an acceptable rate of speed
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions; establish and maintain cooperative working relationships

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Four (4) years of responsible and technical clerical experience, preferably including one year in a lead capacity.

Education:

The equivalent to the completion of high school, including or supplemented by training or coursework in personnel management, business office procedures, or a closely related field.